



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
175 CHANDLER STREET
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VIRGINIA DESMOND, CHAIR
JOEL DEPUTAT, VICE-CHAIR

ASHLEY SPRINGMAN, DIRECTOR
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Meeting Minutes
July 20, 2016

The meeting was called to order by Joel Deputat, Vice Chair, at 12:33p.m. at the Tewksbury Senior Center.

Members Present: Lorene Patch, Joan Unger, Marie Durgan, Kathy Walsh, Arlene Wright, Bob MacInnis, Joanne Aldrich, Joel Deputat and Linda Layne

Members Absent: Lynn Murphy, Patty Sasso

Others Present: Ashley Springman, COA Director and Jan Conole, COA Sr. Clerk Secretary

1. Approval of Meeting Minutes –

MOTION: Bob MacInnis made the motion to accept the May meeting minutes. Dr. Aldrich seconded the motion. The motion carried 9-0.

2. Finances

a) FY 16 Budget Report and List of invoices

Members read the finance report. The total available operating budget through June 30, 2016 is \$1,545.32 with \$507.10 being encumbered.

MOTION: Ms. Wright makes a motion to waive the reading of this report, Dr. Aldrich seconded. This motion goes through.

3. Announcements and Correspondence

Mr. Deputat announced that Virginia Desmond was not re-appointed by the Board of Selectman to the COA Board. Mr. Deputat gave Ms Springman an opportunity to address the board. Ms Springman noted that she was not involved in the process and she did not know that Ms Desmond was not re-appointed until the process was completed. Dr. Aldrich asked Ms Desmond if she had been interviewed. Ms Desmond said “no”. Dr. Aldrich stated that she feels as though the process is flawed and that the COA board showed confidence in Ms Desmond by appointing her to the chair. Mr. Deputat suggested that if someone on the board, who was appointed by the chair of the board, would like to step aside, it would perhaps open up a seat and give Ms Desmond an opportunity to serve again.

Mr. Deputat introduced Linda Layne, a new board member, appointed by the Selectman. Ms Layne is the wife of Warren Layne, who served on the COA board for many years.

Mr. Deputat was in touch with Denise Graffeo, the Town Clerk, who said that the elections of officers will have to be on the next agenda in order to vote for all officer positions.

At the August meeting there will be an election for the Chair, Vice Chair, Clerk and Treasurer. These will be working positions. Mr. MacInnis inquired as to the rules of being on the board for a year before being able to be elected to a position. Mr. Deputat stated he was going to look into that. Mr. Deputat noted that someone should step forward to work with Ashley or Jan to compose the Treasurer’s report to include itemized expenses.

Mr. Deputat would not like to be elected to the chair. He is happy to be Vice Chair, however would not like to be the Chair. Mr. MacInnis expressed interest in being the Treasurer. Ms. Unger inquired as to whether it is a bylaw change to increase the number of members on the board. Mr. Deputat and Dr. Aldrich noted that it is a bylaw change.

Mr. Deputat indicated he needed a motion for May minutes. Mr. MacInnis makes motion to accept May minutes and Dr. Aldrich seconds. Motion goes through.

Mr. Deputat indicated that June minutes were distributed. You will be given a month to review and vote at the next meeting.

Financial report attached to packet.

Mr. Deputat indicates the reading of this report is a formality and does not add anything to the meeting. The next elected Treasurer can create a report that will add value. Ms. Springman indicated the new treasurer could take the Munis report and break it down for the other members. Ms. Springman indicated the COA came out ahead in FY16. There was a motion to accept the report, it was seconded and approved.

Mr. MacInnis noted that he feels as though we should not allow Atty Walker to continue his Lunch and Learn seminars. He objected to the Atty having a price list in his handouts. Ms Springman stated that the purpose of the lunch and learn was to provide a simple will and a power of attorney that would be notarized when they leave the seminar. It was acknowledged that this was a matter that has been discussed in previous meetings. Mr. MacInnis would rather see us provide an opportunity for several attorneys to come to the Senior Center in during a legal fair. Mr. MacInnis does not want us to endorse anyone specifically. Mr. MacInnis indicated that the Massachusetts Bar Association would only give you the name of one attorney at a time. Ms.

Springman asked how to help the patrons that are looking for these documents that cannot necessarily afford to pay for this service. There is an obvious need for this type of service. Ms. Springman followed protocol and reached out to several attorneys and Atty Walker was the only Attorney that responded. Ms Springman agreed to organize a legal fair next year when she is back from her maternity leave. Ms. Springman will cancel one on ones and address Atty Walker's behavior for soliciting.

Mr. Deputat would like to get the public health nurse back at the senior center. Ms. Springman indicated that she is a Board of Health employee and that she is a not a senior nurse, but rather a public health nurse. She does hold office hours two days a week at the center.

a) Upcoming Events:

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| • Wednesday, June 1, 2016 | 7AM Departure Foxwoods Day Trip |
| • Wednesday, June 1, 2016 | 1:30PM – Volunteer Meeting for Salad Bar |
| • Wednesday, June 1, 2016 | 3-4PM – Technology Appointments |
| • Thursday, June 2, 2016 | 8:30AM – Foot Care Clinic |
| • Thursday, June 2, 2016 | 10AM- Seminar “Homestead Act” |
| • Friday, June 3, 2016 | 9:30AM Parkinsons Support Group |
| • Friday, June 3, 2016 | 7PM – Fred Manzi Dance |
| • Sunday, June 5, 2016 | 10AM – Bus Departs for Canobie Lake |
| • Monday, June 6, 2016 | 2-6PM Upscale Intake Night |
| • Wednesday, June 8, 2016 | 9AM – Knitting Knockers “Craft Class” |
| • Wednesday, June 8, 2016 | 10AM – Bereavement Support Group |
| • Wednesday, June 8, 2016 | 3-4PM Technology Instruction |
| • Thursday, June 9, 2016 | 9AM – Men's Group |
| • Thursday, June 9, 2016 | 10AM-2PM– SHINE Appointments |
| • Sunday, June 12, 2016 | 7AM – Friends Breakfast Benefit |
| • Wednesday, June 15, 2016 | 12:30PM – COA Board Meeting |
| • Wednesday, June 15, 2016 | 6PM – Red Hat English Tea |
| • Wednesday, June 15, 2016 | 3-4PM Technology Instruction |
| • Thursday June 16, 2016 | 8:30AM – Foot Care Clinic |
| • Friday, June 17, 2016 | 7PM – Silvertones Dance |
| • Monday, June 20, 2016 | 10AM – MS Support Group |
| • Wednesday, June 22, 2016 | 9-11AM – Hearing Clinic |
| • Wednesday, June 22, 2016 | 3-4PM Technology Instruction |
| • Wednesday, June 22, 2016 | 12:30-2PM 1:1 Legal Appointments |
| • Thursday, June 23, 2016 | 9AM – Men's Group |
| • Thursday, June 23, 2016 | 10AM-2PM– SHINE Appointments |
| • Friday, June 24, 2016 | 9AM – Day Trip to Perkins Cove |
| • Monday, June 27, 2016 | 10AM – Senator L’Italien Office Hours |
| • Monday, June 27, 2016 | 12PM – DJ Afternoon Dance |
| • Tuesday, June 28, 2016 | 10-11AM – Brown Bag Distribution |
| • Tuesday, June 28, 2016 | 9:30AM – Rep. Miceli Office Hours |
| • Wednesday, June 29, 2016 | 3-4PM Technology Instruction |

4. Director's Report

1. The flooring contractor met with Mr. Montuori and Ms Springman. Ms Springman anticipates a lengthy delay on the floor issue being settled. The floor is stable. Active communication with RebuildX and engineers. Contractor wants to fill floor with cement. Ms. Springman disagrees with this in that the floor was designed to accommodate high traffic and fitness classes and cement flooring will have less give.
2. Transportation is going great and our van driver Nancy is wonderful. Doing weekly trip to Market Basket and other appointments.
3. Ms. Springman will work on drafting a letter to Market Basket to see if we can get gift cards for low income seniors that have an unmet need for groceries. Ms. Desmond indicated the Congregational church distributes Market Basket gift cards and the board is alright with her posting a flyer at the center on the community board.
4. Salad bar has been extremely successful and we are beginning to see a small profit. Mr. Montuori has been working on getting a charge card to BJ's Wholesale.
5. Bocce Court renovations are complete and were done by Scott Ripley Landscaping. Mr. Noel destroyed old picnic tables, we added a new picnic table, and are still working on an inexpensive grill. Thank you to the Craft Classes' sunshine fund, they made a donation to the center towards the grill.
6. Ms. Springman indicated she received one Recording Secretary resume and application. She will review and arrange any interviews with Teresa.
7. New facilities manager starts August 1st and he will be spending his first few weeks at the center.
8. Ms. Springman met with Bill, Bob, Diane, and about hosting a Comedy Night on Saturday, September 17th, 2016. Ms. Springman will be applying for a one day liquor license for the event. Tickets will be \$15.
9. Ms. Springman indicated that the center is starting a beautification committee to clean building and identify areas that could use improvement.

5. Unfinished Business

6. New Business

1. Linda Layne introduced herself and indicated she wanted to be more involved in the Senior Center. She is retired from the Concord Police Department. Her phone number is 978-851-0145 and her address is 82 Summer Street.
2. Joanne Aldrich cell phone number is 978-808-3751.
3. Mr. MacInnis asked Ms Springman what her plans for maternity leave are. She indicated that her duties will be dispersed amongst her staff while she is out for 12 weeks and that Mr. Montuori will hold weekly meetings with them. The finance department will take over the bills. Ms. Springman will have a plan put together for the next meeting.

Adjourn.

MOTION: Kathy Walsh made the motion to adjourn; Marie Durgan seconded the motion at 1:35 p.m.; and the motion unanimously carried.

Approved: September 21, 2016

**Documents Discussed and/or Presented
May 18, 2016**

- 1) **COA Meeting Agenda Handout**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of May, 2016**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Director's Report, Attachments, and Related Documents**
A copy can be found with the Council on Aging Director